

IMPORTANT THINGS TO REMEMBER FOR SF86

- You must make sure your Place of Birth is correct (not current town you live in)
- You must list all relatives: Mother, Father, Siblings, Children, Mother-in-Law, father-in-Law, and anyone else who lives with you.
- You must list any military assignment that exceeded 90 days (AIT and Basic Training count in this)
- If you have a spouse-like relationship with a person who lives with you, you must also include Date of Birth, Place of Birth, and Social Security Number.
- Employment: when listing the National Guard as employment the employer will always be **Arizona National Guard** (or other state). The job address will be the armory address of the unit. The soldier will answer yes to job address being different and list **AZ ARNG JFHQ 5636 East McDowell Road Phoenix, AZ 85008-3495** address as employer's address. This applies also to deployments, schools, or TDY's over 90 days.
- If you work for a civilian company, make sure the employer's address is an address where someone can verify employment. (HR Office) This may be different than the actual job address.
- The residential reference is someone who can verify that the person lives or lived in the area and tell the investigator about the person. **This should be line of sight from the residence.** Listing a reference who lives in Phoenix does no good to verify an address in Tucson unless the person lived there at the time. As much as possible, residential references should be someone who lives within line of sight of the subject's residence. IF no one within line of sight it needs to be someone in the close neighborhood, or someone who visited you at that residence (friend, clergy, etc)
- When listing education the address of the school is the registrar's office. The reference should be someone outside the registrar's office that knew they attended the school.
- For **MALE** applicants born after 31 Dec 1969, you are required to have registered with the Selective Service. If you are unsure of your registration or selective service # (**NOT SOCIAL**) please go to the Selective Service System website:
<https://www4.sss.gov/regver/verification1.asp>
- Please ensure that date sensitive sections (ie: Residence, Employment History, People Who Know You, Criminal, and Credit Information) date far enough back to meet the investigation scope:
7 yrs- Secret / 10 yrs-Top Secret
- For the Military History section, please ensure to include a separate entry for each type of service. (eg. Active Army, AZ National Guard, UT National Guard, Army Reserve)